Mobilization Unit Inprocessing Center (MUIC)

CHECKLIST

Unit Designation: _____ Unit Representative: _____

Date / Time: _____ MUIC OIC: _____

Arrival Time: _____ Departure Time: _____

	STATION INITIAL	STAFF	
1.	Reception	MUIC OIC	_____
2.	C2	HICON	_____
3.	Personnel	G-1/AG	_____
4.	Facilities	DPW	_____
5.	DRM/Contracting	DRM/Contracting	_____
6.	Finance	Finance	_____
7.	Logistics	G-4/DOL	_____
8.	Security	Security	_____
9.	Red Cross	Red Cross	_____
10.	MWR/ACS	MWR/ACS	_____
11.	Chaplain	Chaplain	_____
12.	Medical	MEDDAC	_____
13.	Dental	DENTAC	_____
14.	Training	MAT	_____
15.	Physical Security	Provost Marshall	_____
16.	Information Management	DOIM	

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 1 – Reception

Unit Provides:

This station does not require any documents from the unit.

MUIC OIC Provides:

 Overview Briefing

 Provide an information packet

 USR Instructions: USR will be due within 24-hours of Main Body arrival (For “AA”

units only, DUICs do not file a USR). Be prepared to provide Complete an

Updated USR (DA Form 2715) (ASORTS files on floppy disk: USRDB.DB,

USRDB.IDX, XXXXXX.MTF where XXXXXX is the Unit Identification Code).

USR

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 2 – Command and Control

Unit Provides:

☐ Assumption of command letter

☐ Identify potential “War Stoppers”

☐ Unit Status Report

☐ Operational Needs Statement

☐ DA Form 1687, Delegation of Authority for receipt of supplies and DD Form 577 (Signature Card) for:

* Training Aids/Audiovisual

* Pending Personnel Actions/Promotions

☐ Memorandum stating all Family Care Plans are complete, tested, and copies of each are in current possession of the rear Detachment Commander. Memo should also address the status of the Family Support Group.

☐ List of personnel requiring a Family Care Plan

Station 2 – Command and Control (continuation)

HICON Provides:

- Command, Control, and administrative guidance
- Provide initial unit readiness assessment
- Provide Battle Update Briefings

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 3 – Personnel Processing

Unit Provides:

□ Copy of Alpha Roster (on disc) *{can be provided via email prior to MUIC}*

□ Computerized Unit Manning Roster/Report (UMR) annotated with:

*Non-deploying Personnel (and reason)

*AWOLS and No Shows (Name, Rank, SSN, Address and Security Clearances)

* Positions requiring security clearance

*Disciplinary Actions

□ DA Form 3986 (Personnel Asset Inventory)

□ Roster of personnel requiring ID Tags (with the required data)

□ Personnel Records (DA FORM 201) (2 dummy 201 files complete) (1 for Mob

Station 3 – Personnel Processing (continuation)

- The following items should be in DA Form 201:

  * Individual Mobilization Orders (3 complete set)(1 each mob file, 1 mob station

    1 automations)

  * All previous DD Form 214s and DD Form 220s

  * SGLV/DD Form 93

  * Retirement Worksheet (if applicable)

  * DA Form 2-1

  * Officer Commission Oath

  * Enlistment Contract

  * Awards Orders

  * COTTADS and/or COEADS orders (if applicable)

  * Security Clearance (if applicable)

  * Copy of unit mobilization order (5th Army or 1st Army) (3 complete set)

Station 3 – Personnel Processing (continuation)

- Roster of personnel requiring Common Access Card
- eMILPO Request Form (designated unit reps)
- DART Request Form (designated unit reps)
- Assumption of Command letter (all levels of command)
- Accident Reports / Serious Incident Reports – If Applicable
- Pending personnel actions (I.e. promotions)
- Appointment Orders for unit Postal Officer (E-7 or above); Mail Clerk (must have secret clearance)
- Daily Personnel Status Report

AG/ HICON S-1 Provides:

- Date/Time of SRP
- Identify required cross-leveling actions
- Initial unit readiness assessment
- Provide access into eMILPO and DARTS

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 4 – Facilities Assignment

Unit Provides:

 If a unit needs Real Property (buildings, motor pools, hangars, etc) on main post, they unit must arrive with assumption of command orders and set up accounts with the Furniture Management Office and Installation Property Book.

DPW Coordinates:

 Billeting

 Admin facilities (as required)

 Motor pool facilities (as required)

 Arms Room (as required)

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 5 – RM/Contracting

Unit Provides:

 Appointment orders

* Mobilization Purchasing Authority

* Claims Officer

 GPC Account DAU On-line Training Certificate

 Travel Voucher from Home Station to Mobilization Station to 13 FIN Group

 Provide a Unit POC for Funding Issues to Budget Personnel

 Provide Approved Operational Needs Statements, Shortages, and Requirements to Budget Personnel

 Submit through CARB procurement requirements over $200K and all Automation regardless of amount.

Installation Staff Provides:

 Coordinate funding requirements with Garrison (IMA) and Senior Mission (FORSCOM)

 Confirm the Unit Identification Code (UIC) and unit Department of Defense Activity Code (DODAAC) with DOL

 CCMD provide Field Ordering Officer training, if required

 IMA Receive, review, approve, and process SF 44 documentation for purchases made enroute to the Mobilization Station

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 6 – Finance

Unit Provides:

 A finance point of contact at the unit's home station and a POC (Finance or S1

Representative) mobilizing with the unit to handle unit pay inquiries while stationed at

Fort Hood.

 ensure "All" mobilized soldiers are on MY PAY

 All Finance documents (collected from the soldier during the home station SRP) (including Annex E) and place in mobilization and deployment packets

 Complete Mobilization and Deployment Packets including the following finance

documents for each soldier: unit mobilization orders, individual mobilization orders, SF 1199 Direct Deposit Form, W4Employee Withholding Certificate, DD Form 2058 State of Legal Residence, DD Form 1561 Family Separation Allowance, DA Form 5960 Basic Allowance for Housing, marriage certificate,

Station 6 – Finance (continuation)

 Mobilization orders and finance documents will sent to the Mobilization Station

 Special Pay Requirements

Finance Provides:

 Assistance to the unit finance or S1 personnel in financial matters to include, but not limited to the preparation and filing of the DD Form 1351-2 (Travel Voucher Settlement) and the processing of pay inquiries. The personnel or S1 section is totally responsible for leave management of their unit. The RC Leave Program is highly dependent upon the unit's management of leave request and thoroughness in completing the DA Form 481 (Military Leave Record). Finance is available to provide guidance on the matter of leave if further clarity beyond the regulations is needed.

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 7a – Logistics - Transportation

Unit Provides:

☐ Driver Qualification

☐ HAZMAT Certifier? _____

☐ HAZMAT Certifier Orders *(When going by military air, a copy must be provided to the Air Force)*

Name: _____ Phone Number: _____

☐ Unit Movement Officer/Point of Contact

Name: _____ Phone Number: _____

☐ How many pax? _____

☐ When will they arrive? _____ Mode _____

☐ Do you have equipment coming by Line Haul? _____

☐ Number of pieces _____ Number of truckloads _____

Station 7a – Logistics – Transportation (continuation)

 Do you have a copy of your Automated Equipment List or TCACCIS data *(for units*

that do not have Fort Hood as an SI)? _____

 Did you bring 20’ containers? _____ Are they certified? _____

 What is your container requirement? _____ Pallet requirement? _____

 Personnel qualified for rail/air loading? _____

 DEL Completed _____

 DEL Submitted _____

Logistics/ HICON S-4 Provides:

 Identify on post training transportation requirements

 Assist unit with deployment plan (from Fort Hood to Theater)

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 7b – Logistics - Maintenance

Unit Provides:

□ Unit Calibration Coordinator Appointment Orders

□ Printout of items requiring calibration

□ Army Oil Analysis Program Coordinator and alternate Appointment Orders

□ Army Oil Analysis Program Printout of “Component Enrollment”

□ EQUIPMENT density (end items inspection, as required)

□ List of ERC A Deadlines, including all vehicles and trailers

□ DA Form 2406 (Material Condition Status Report)

□ List of UIC, DODAACs, Derivative UICs or Derivative DODAACs (SAMS data)

□ APCs (SAMS data)

□ OPERATION unit is mobilized against (SAMS data)

Station 7b – Logistics – Maintenance (continuation)

- **Grounds Maintenance (Bldg - 88040)**

  * Assumption of Command Letter (For each Signature Card)

  * DA 1687, Delegation of Authority for receipt of supplies Signature Card for:

    - Sign & pick up Work Orders

    - To authenticate all high priority work order requests

- Work Order Request (Automated or DA Form 2407) per piece of equipment by Serial number

- **Aircraft Maintenance (Bldg – 7012 Hood Army AirField)**

- Assumption of Command Letter (For each Signature Card)

- DA 1687, Delegation of Authority for receipt of supplies Signature Card for:

  - Sign & pick up Work Orders

  - To authenticate all high priority work order requests

- Work Order Request (Automated or DA Form 2407) per piece of equipment by Serial number

Logistics/ HICON S-4 Provides:

- Schedule Weapons Inspection

- Schedule Vehicle and sensitive item inspection

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 7c – Logistics - Supply

Unit Provides:

□ Assumption of Command Letter {For each Signature Card}

□ Unit Alpha Roster

□ Outer Tactical Vest (OTV) and SAPI plate individual sizes

□ Document Number of Chemical Defense ordered from the wholesale system AEPS

□ DA Form 2765-1 for shortages, sorted by classes of supply or DA Form 3161

□ DA Form 3078 for personal clothing

□ DA Form 3645, Organization Clothing & Equipment (record) shortages

□ Unit Property Book

□ Copy of MTOE / TDA

□ Provide daily sensitive items report (initial report to include serial numbers & operator)

□ Copies of Operational Needs Statement (ONS) and submission/approval status

□ Appointment Orders

* Property Book Officer

* Maintenance Officer / NCO

Station 7c – Logistics – Supply (continuation)

 DA Form 1687, Delegation of Authority for receipt of supplies and DD Form 577 (Signature Card) for:

* Central Issue Facility
* TDA/TOE Supplies
* DOL Support Activity
* Ammunition Supply Point (ASP)
* Real Property

 Detachment provides Derivative UIC and DODAACs for all classes of supplies

 Dining Facility Account memorandum

 DA Form 581 – request for issue and turn-in ammunition basic load

 Class IX – Copy of PLL/ASL and Shortage requisitions

 Purchase Order (Invoice Voucher)

Logistics / HICON S-4 Provides:

 Items unit reports short (ERC A, and Commander Directed ERC B, others as available)

 Approve Operational Needs Statement (ONS)

 Initial Unit Readiness Assessment

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 8 – Security

Unit Provides:

 Complete ALPHA Roster of assigned personnel and appropriate forms necessary to obtain a clearance (This Roster must contain: Name, Rank, SSN, MOS and any special requirements, i.e.; Deployment MOS differs from PMOS, or all personnel require clearance based on mission.)

 Roster of personnel requiring security clearances and appropriate forms necessary to obtain

a clearance

* SECRET clearance

- Proof of citizenship

- SF 86 (Electronic Personnel Security Questionnaire

- FD 258 (Fingerprint Card)

* TOP SECRET

- Proof of Citizenship

- SF 86 (Electronic Personnel Security Questionnaire Single Scope Background

Station 8 – Security (continuation)

- FD 258 (Fingerprint Card) (Need 2 FD 258 for TS)
- Form 1879 (Request for Personal Security Investigation)

 Roster of personnel requiring courier orders (This Roster must contain: Name , Rank, SSN, MOS.)

 Requirements for handling/storage/destruction of classified material

 Requirements for computer security issues

 Secret clearance for each unit mail clerk

 Appointment order for security manager (and current contact information, Cell Phn #, Email, etc)

Security Provides:

 Security clearance processing and verification support

 EPSQ Lab (as required and coordinated for)

 Liaison service between Unit and III Corp Security or SSO office

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 8 – Red Cross

Unit Provides:

- A 24-hour number for receiving emergency messages while on Fort Hood.

- Primary and alternate individuals, with phone numbers when possible, designated to

receive emergency messages while unit is on Fort Hood

- Provide unit Home Station address and telephone number

- Provide Rear Detachment address and telephone number

- Main office, 254-287-0400, with any changes in POCs or phone numbers while

assigned to Fort Hood.

Red Cross Provides:

- Information about Red Cross emergency messages and establishing unit POCs to

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 10 – MWR/ACS

Unit Provides:

- **Ensure mobilizing RC units have 1st US Army memorandum on Rear Detachment Operations and Family Readiness Support**

- **Identify how many soldiers attending the Rear Detachment Course**

- **Upcoming Rear Detachment Courses:**
  13-16 Jun 11-14 Jul 8-11 Aug 12-15 Sep

- **Ensure each soldier complete a Family Assistance Form prior to deployment. This could be done at Home Station or during Fort Hood's Mandatory briefing**

MWR/ACS Provides:

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 11 – Chaplain

Unit Provides:

 List of soldiers with special religious needs, i.e. particular dietary restrictions,

practices, special days of observance, special meetings with a cleric, etc.

Chaplain Provides:

 Identify if Unit has a Unit Ministry Team

 Identify Faith Mix

 Establish church service locations and schedule

 Identify any special needs of unit members due to religious affiliation

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 12 – Medical

Unit Provides:

- ☐ Class VIII – Medical Supply Requisitions (DA Form 2765-1)
- ☐ Individual Medical Records
  - DA 2766 deployment medical record
  - Copy of the most recent physical exam
  - Most recent AMC (must be completed and verified by home state within 6 months)
  - Shot record
- ☐ Health Care provider AR 40-68 Practitioner Credentials Files
- ☐ Alpha Roster showing Immunizations, HIV, and DNA
- ☐ Alpha Roster indicating Eye Exams, Eye Glasses & Optical Inserts
- ☐ Alpha Roster indicating required Physicals

Station 12 – Medical (continuation)

 Medical Officer Special Pay Requirements

* Copy of AD or mobilization orders, Inter-facility credentials transfer & privileging

brief (ICTPB)

* If available, DD 214’s and Chronological Statement of Retirement Points (ARPC

249-2-E

* Documents should be submitted by the unit at the pre-mob site to the AMEDD

Special Pay Branch, Office of the Surgeon General

MEDDAC Provides:

 A Troop Medical Clinic

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 13 – Dental

Unit Provides:

- ☐ Dental Records
- ☐ A completed SF 603, a panographic x-ray, and a current dental exam
- ☐ Alpha Roster indicating required exams

DENTAC Provides:

- ☐ A Dental Clinic

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 14 – Training Assessment/Schedule Development

Unit Provides:

□ Post-mobilization Training and Support Requirements (PTSR) - Training Issues/Collective training shortfalls (per/equip)

□ Latest evaluation of Annual Training (TAM) (ARNG only) and latest Compliance Inspection by STARC/RRC

□ HSIRT Status (CTT, First Aid, NBC)
□ On-line Cdr's Safety Course/at Level 1 Course Status
□ Drivers License Status [ULLS Printout]

□ Combat Lifesaver Requirements [Req = 1Per Tm/sqd/sec]
□ School Requirements [Field Sanitation; UMO; HAZMAT; Armorer; Mail Orderly;

Class A/FOO]
□ DMOSQ Requirements
□ Low Density MOS Training Requirements (i.e., 91w)

□ Additional Weapons Requirements Above STRAC/TSR
□ NET Requirements (weapons, sites)

Station 14 – Training Assessment/Schedule Development (continuation)

- Battle Rosters - With Sizes, etc.

- Weapons Density - Type & Number
- Vehicle Density - Type & Number
- RFI Timeline
- Equipment Shortages That Impact Training
- Unit Mission & Theater Guidance Leading to Specialized METL Training Requirements

Installation Staff/ 2/75 Provides:

- Training Schedule recommendations

- Daily Training Schedule (Individual/Collective)

- Initial Unit Readiness Assessment

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 15 – Physical Security

Unit Provides:

 For running your own arms rooms:

* Request for activation of ICIDS

* Unaccompanied Access Roster for each Arms Room being activated (HHC, A, B,

C, etc.)

* Completed DA Form 7281-R on each soldier on the Unaccompanied Access

Roster

* Commander's Assumption of Command Orders

* Persons listed on Unaccompanied Roster must report to MP Station with above documents to be issued a PIN

PMO Provides:

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 16 – DOIM

Unit Provides:

 List of Automated Data Processing equipment brought to Fort Hood

 List of remote systems on DOD and commercial network that you must communicate with at Fort Hood

 Appointment orders

* Telephone Control Officer

* Information Management Officer

* Information Systems Security Officer

DOIM Provides:

 Provide telephone and computer access for mobilizing units

MUIC Checklist

Unit: _____ Date: _____ Time: _____

Unit Rep: _____ Inprocessed By: _____

Station 17 – Legal

Unit Provides:

 This station does not require any documents from the unit.

SJA Provides:

 Provide ADVON with a list of Legal Counseling services on Fort Hood